

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WISCONSIN**



**GRAND JURY SERVICE
FROM THE CLERK OF COURT**

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You have been summoned as a prospective grand juror in the United States District Court for the Western District of Wisconsin. When you report to the courthouse, you will see a film explaining grand jury service. This pamphlet will answer questions of a more immediate nature.

LOCATION

The courthouse is located at 120 North Henry Street, Madison, Wisconsin, at the corner of North Henry Street and West Dayton Street. This is approximately two blocks west of the Capitol Square. Please see the attached maps.

FACILITIES

On the day of grand jury selection, please report to Room 220, the Jury Assembly Room. This is located on the second floor of the courthouse, immediately to the right of the staircase, or straight ahead from the elevators. Restrooms and a phone are available in the Jury Assembly Room.

If you are selected as a grand juror you should report to Room 201 of the City Station Building, 660 West Washington Avenue, on subsequent reporting days. You will be provided with a map and directions to the building if you are selected as a grand juror.

PARKING

We do not have any parking available for jurors at the courthouse. The closest ramp is the Civic Center Parking Ramp located southwest of the courthouse between Mifflin and Dayton Streets. You will be reimbursed for your parking expenses. Simply complete a Parking Expense Sheet and return it to the jury clerk. It's best not to park in a metered space because it's not always possible for you to leave the building before your meter expires. Any parking tickets you receive are your own responsibility.

PAYMENT

You will be paid \$40.00 for each day that you are away from home. You will also be paid for your travel to and from the courthouse. Mileage rates change periodically; the jury clerk will inform you of the current rate when you report. Please have the information regarding your mileage available when you check in with the jury clerk. If you have to stay overnight in Madison in order to be here by court time, you will be paid an additional \$104.00 per night for your subsistence and an additional \$38.00 travel subsistence for the final day you're away from home. Your pay will be processed within a three week period.

The \$40.00 attendance fee must be reported as income for tax purposes. You'll receive a 1099 form if you are paid \$600 or more in attendance fees for the year. If you are

paid less than \$600, you'll receive a letter stating the amount you were paid. You don't need to report the travel allowance, parking reimbursement or subsistence as income.

JURY SELECTION

Names of prospective jurors were randomly selected from the official lists of actual voters in the 2000 presidential election.

Prospective jurors were mailed a questionnaire to be completed and returned to this office. We determined those who were qualified or not qualified, depending on such things as ability to speak the English language and being in good health. In the public interest, some occupational classes are exempt from jury service, such as members of fire and police departments and elected public officials.

The names of the qualified persons were placed in a wheel, from which we randomly selected our present jury panel. You are a survivor of this process.

LENGTH AND FREQUENCY OF SERVICE

If you aren't selected to serve as a grand juror on the date you report, you will be excused after the selection process, which is usually completed by midday. You probably will not be required to report again. Grand jury service can last up to 18 months. If you're selected to be a grand juror, you will be scheduled to report approximately every three weeks for a one or two day session.

CHANGE OF ADDRESS, PHONE NUMBER OR EMPLOYMENT

It's necessary for the jury clerk to have your current address and telephone number, both at home and at work. Please make sure that we have current information, especially if there have been changes in the last year. We want to be sure to mail notices of changes in reporting dates and your paycheck to your current address. Occasionally a meeting is either scheduled or canceled at the last minute. When this happens, we may have to reach you by phone with directions on whether or not to report. For this reason we must have current phone numbers of where you can be reached or where a message can be left for you. If you report unnecessarily because we were unable to reach you, we may not be able to pay you for reporting. If normal mail and phone messages aren't likely to reach you, please contact the Clerk's Office in advance to make other arrangements to receive last minute changes.

REQUESTS FOR EXCUSES

You have been directed to report on a particular date. If it would be a hardship for you to serve, you should request to be excused. Your request must be in writing, should

state the reasons why you find it difficult to serve, and should state the next date when you would be available to serve. Please send your request to: Clerk's Office, P.O. Box 432, Madison, Wisconsin 53701, as soon as possible. Last minute requests, except for illnesses or emergencies, are difficult to accommodate. We'll respond to all excuse requests promptly.

A juror who fails to report for jury service and is not excused by the court may be served with an order to show cause by a deputy U. S. Marshal. The juror will be ordered to appear before a federal judge to show cause why he or she should not be held in contempt. Contempt penalties range from a \$100 fine to three days imprisonment, or both.

ATTENDANCE CERTIFICATES

If you wish, the jury clerk will give you an attendance certificate listing the dates you served. Some persons need this certificate for their employers.

EMERGENCY NUMBERS

If you need to contact the court in case of an emergency over the weekend or AFTER normal working hours, please contact either Teresa Perales, the jury clerk, at (608) 240-4438 or Joseph Skupniewitz, the clerk, at (608) 935-0625.

QUESTIONS?

If you have any additional questions in connection with your service in this court, please call the jury clerk between 8:00 and 4:30 at (608) 261-5711 or write us at:

Clerk's Office
P.O. Box 432
Madison, Wisconsin 53701

JOSEPH W. SKUPNIEWITZ, CLERK